



PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

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Inside this Issue

- 1** PERS Board Election Notice
- 2** EPO Open Enrollment
- 3** Pre-Retirement Education Program (PREP)
- 4** Employer-Based Wellness Program
- 5** Life Insurance Renewal
- 6** Employee Address Changes
- 7** Meetings Available Through NDPERS
- 8** Revised Materials
- 9** Deferring Retirement Benefits Upon Termination of Employment
- 10** Change in Agency Contact Information
- 11** Board Meeting Highlights

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Events & Mailings

PERS Board Election Notice

Due to the retirement of Howard Sage and subsequent expiration of his term on June 30, 2008, there is an opening on the North Dakota Public Employees Retirement System (NDPERS) Board. NDPERS is required to give notification of the vacancy and the election process to all active employees.

Any active employee of a department of the State of North Dakota, or of a political subdivision who participates in NDPERS, may become a candidate for election to the Board so long as that department or political subdivision is not currently represented on the Retirement Board by a board member not up for election (NDCC 54-52-03). Currently, the Department of Human Services and North Dakota Supreme Court have members that serve on the Board, so employees from those agencies are not eligible to become candidates in the upcoming election. The term is for five years beginning on July 1 2008 and ending on June 30, 2013.

An eligible individual must obtain the signatures of 100 active NDPERS members to be nominated as a candidate for the vacancy. Nomination petitions are available from the NDPERS office at 400 East Broadway, Suite 505, Bismarck, ND. You may request this information in writing, by phone or through our e-mail address at ndpers-info@nd.gov. The deadline to submit petitions is 4:00 p.m., Friday, May 2, 2008. Election ballots will be mailed to active members by June 1, 2008 and must be returned no later than the close of business on Friday, June 13, 2008. Election returns will be tabulated on Monday, June 16, 2008.

The Board acts as the administering body to manage the Public Employees Retirement System, Judges Retirement System, Highway Patrol Retirement System, North Dakota National Guard System, Law Enforcement Retirement System the Uniform Group Insurance Program, Section 457 Deferred Compensation Plan, Prefunded Retiree Health Program, and the Section 125 FlexComp Program for public employees. In addition, three of the elected members are selected by the board to serve on the State Investment Board.

The Board consists of seven members. The chairman is appointed by the governor. Three members are elected by the active membership, one member is elected by the retired membership, there is an attorney general appointee, and one member is the state health officer. The board meets once a month in Bismarck with the meetings generally lasting four to five hours. Board members are paid \$62.50 per meeting.

If you have any questions about the election, please call the NDPERS office at 701-328-3918 or toll free at 1-800-803-7377 if you are outside the Bismarck-Mandan calling area.

EPO Open Enrollment

NDPERS is currently working with BCBSND to finalize the EPO open enrollment dates for 2008. Enrollment information will be mailed approximately two (2) weeks prior to the beginning enrollment date to NDPERS members that reside within a 50 mile radius of an EPO network. The enrollment information we will be sending to members will be posted on the NDPERS website during the EPO open enrollment period. If an employee misplaces their enrollment information, they will have to download it from the NDPERS

website as we are not printing additional information packets.

Please use the following procedures:

An [Employee Selection Form](#) indicating the subscriber's EPO affiliation choice must be completed and returned to the payroll office. Payroll must forward the form to the NDPERS office. This form must also be completed if a subscriber wants to cancel EPO participation.
DO NOT SEND THE EPO SELECTION FORM TO BCBS, they must be sent to the NDPERS Office.

An [Out-of-Area Waiver Form](#) should be completed by the contract holder for any child(ren) covered under the health policy that reside outside of the EPO provider area. Please read the [Out-of-Area Waiver Form](#) guidelines.

Keep in mind that if an employee is currently enrolled in the EPO plan and wishes to continue their participation with their current EPO provider, no action is required on their part.

Upcoming Pre-Retirement Education Program (PREP)

A Pre-Retirement Education Presentation (PREP) will be held in Grand Forks at UND Memorial Hall Ballroom on May 15, 2008. This seminar is open to all employees that participate in our plan. The seminar will include speakers presenting on Social Security, Financial Planning, Deferred Compensation, NDPERS Retirement, Legal Planning, NDPERS Health, Health Credit, Vision, Dental, Life and Long Term Care Plans. This seminar will be held from 8:00 am-5:00 pm. You must pre-register to attend. Please see our website for registration forms or contact our office.

Important Updates

Reminder - Employer Based Wellness Program Deadlines:

The [Employer Based Wellness Program Discount Application SFN 58436](#) is available on the website for employers to complete and submit to notify NDPERS of their activities for the new plan year July 1, 2008 to June 30, 2009. The deadline for coordinators to submit this application to NDPERS for review was February 29, 2008. However, if you

inadvertently missed this deadline, please contact Rebecca at (701) 328-3978 as soon as possible to discuss options. NDPERS notified agency heads and coordinators in early April if their application was approved for the premium discount effective July 1, 2008.

Employers that participate in the NDPERS group health insurance plan who do not have an approved wellness discount application will be billed for the full premium (without the 1% discount) effective July 1, 2008.

In addition, a form is available for coordinators to utilize in reporting back to NDPERS about the current wellness year activities. The [Employer Based Wellness Program Year-End Program/Activity Confirmation SFN 58437](#) should be completed to report back to NDPERS regarding your wellness activities upon completion of all activities. The current wellness plan year is from July 1, 2007 to June 30, 2008.

Coordinators should submit this form for the current year by May 31, 2008.

If you have any questions on the employer based wellness program, please contact Rebecca Fricke at (701) 328-3978.

Life Insurance Renewal = Premium Decrease

At its March meeting, the NDPERS Board reviewed the Prudential's renewal proposal for July 1, 2008. Prudential proposed that the rate for the Basic Life and Accidental Death and Dismemberment (AD&D) coverage remain at \$.28 per month. The proposal also included a 15% rate reduction for the employee supplemental rates and a 12% reduction in the dependent and spouse supplemental rates. The Board accepted Prudential's proposal. The new rates are guaranteed for 3 years.

The updated premium schedules effective July 1, 2008 will be available on the NDPERS web site at www.nd.gov/ndpers by June 1 2008. If you are using the ConnectND PeopleSoft payroll system, it will be automatically updated for the July billing cycle. If you do not use the PeopleSoft system, the new premium schedule

will be included with your June group insurance billing statement.

The premium decrease is not an opportunity for participants to change their levels of coverage at this time. An increase in coverage may only be done during the annual enrollment season unless there is a qualifying life change event.

Address Changes & Rural Route/Emergency 911 Updates

NDPERS wants to hear from you.

We have numerous incorrect or insufficient addresses on file for employees, which results in undeliverable mail. Therefore, we must update our mailing database. Many of these address changes are due to a Rural Route/Emergency 911 address change only. An example of an undeliverable address would be "Rural Route 1"; an example of the correct address would be "28861 182nd Avenue West".

If you or your employees had a Rural Route/Emergency 911 address change or an address change due to moving, please submit a [Notice of Change SFN 10766](#) to PERS to update our database to the Emergency 911 and U.S. Postal Service approved address. Instructions to complete the form are located on the back of the form. The [form](#) can also be requested by contacting PERS at (800) 803-7377 or 328-3900.

You or the employee can also submit the address change in writing to PERS (be sure to sign the letter). The authorized agent of an employer may submit the correct address to PERS on behalf of an employee.

Please pass this information regarding incorrect or insufficient addresses along to your employees.

Thank you for your cooperation in this matter.

Meetings Available Through NDPERS

New Employer Group

These meetings are geared to provide benefit plan information to employers and employees on programs available through NDPERS. This includes eligibility, contribution costs and premiums, participation requirements,

laws and regulations. See Program Requirements.

Pre-Retirement Education Programs (PREP)

This seminar is intended to be pre-retirement education geared to assisting long-term employees and spouses in planning for a successful life after leaving state employment. It is impossible to plan the future for employees. However, the goal of pre-retirement education is to provide the tools necessary to plan for oneself. See the PREP Facilitator's Guide for program requirements and responsibilities.

Onsite Benefit Counseling Services (OBCS)

Employers may request a NDPERS Representative to provide onsite individual benefit counseling sessions for members participating in the NDPERS. OBCS is a program that allows members to receive private pre-retirement counseling from a PERS representative without having to travel to Bismarck. The meeting gives members the opportunity to ask specific questions about their retirement options and other associated benefits.

Portability Enhancement Provision (PEP)

These educational sessions are designed to encourage participants to start a deferred compensation plan to supplement retirement income and to add cash value to a participant's existing NDPERS Defined Benefit Retirement Plan. See Program Requirements.

Authorized Agent Training

This training is to assist an agency's designated Authorized Agent with instructions and assistance on forms and procedures, rules and regulations, and other related areas. This training is done at the NDPERS office.

Agency Intensive/Investment Education

Contact the NDPERS office for details.

Meeting Requests

The Meeting Request and Registration Form (SFN 53176) must be completed to request Pre-Retirement Education Program (PREP), Portability Enhancement Program (PEP), Onsite Benefit Counseling Service (OBCS) and New Employer Group meetings. We encourage you to complete the SFN 53176 ninety (90) days in advance.

This allows NDPERS time to staff your meeting request.

Revised Materials

New Deferred Compensation Plan Enrollment Form

NDPERS has revised the 457 Deferred Compensation Plan enrollment form. The title of the form is the biggest change. Prior to the change, the North Dakota Section 457 Deferred Compensation Plan Participant Agreement for Salary Reduction was the winner as the NDPERS form with the longest name.

SFN 3803 has been renamed the [457 Deferred Compensation Plan Enrollment/Change Form](#). The sections on the form have also been renamed as "parts" in conformity with other NDPERS forms. Effective July 1, 2008, NDPERS will only accept the revised SFN 3803. The new form will be on the PERS web site at www.nd.gov/ndpers by May 1, 2008.

The Rollover/Transfer to 457 Deferred Compensation Plan form SFN 50177 has also been revised, but the name has not changed.

Odds & Ends

Deferring Retirement Benefits Upon Termination of Employment

The [Deferred Retirement Kit SFN 53724](#) should be provided to an individual who wants to elect to leave their funds at NDPERS at this time. **The member can elect to defer their retirement benefit regardless if they are vested in the retirement plan or not.**

Had a Change in Your Agency Email Address, Mailing Address, Phone Number or Fax Number?

If you are the contact person for your agency regarding PERS benefits, please be sure to send notice to PERS if your email address, mailing address, phone or fax number changes. The notice can be sent to the attention of Kristi Hass. Payroll/Personnel contact information is maintained on a database and is used by PERS staff to contact you. If you have any questions, please call Kristi at (701) 328-3911.

Board Meeting Highlights

Complete [meeting minutes](#) are available.

November 15, 2007

- Approved NDPERS participation in the UND pilot worksite wellness study.
- Reviewed the 2007-08 Investment Options Summary (which is now available on NDPERS website).

December 3, 2007

NDPERS Board Planning Meeting

January 17, 2008

- Reviewed audit report of ND Public Employees Retirement System.
- Approved proceeding with recommendations for proposed legislation.
- Motion made to extend the vision contract with Ameritas for an additional year.
- Motion made to approve the administrative rules and submit them for final promulgation.

February 21, 2008

- Reviewed the Law Enforcement Plan.
- Approved renewal of The Segal Company for actuarial valuation and consulting services.
- Approved adopting the agreement for services for the Disease State Management of Diabetes Program.

Look forward to receiving via email your next edition of the PERSONnel Updates around July 15, 2008.

This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.

